

**Village of Hamilton  
Airport/Airpark Commission  
4pm  
Regular Meeting of August 26, 2010**

**APPROVED MINUTES**

**PRESENT:** Chairman Carl Albrecht; Commissioners Roger Rowlett, Art Steneri, Anne Clauss; Director of Utilities and Public Works Sean Graham; Clerk/Treasurer Ronda Winn; Trustee Margaret Miller

**PUBLIC PRESENT:** Lew Peterson, Valley View Aviation, Inc.

Chairman Albrecht called the meeting to order at 4:00 p.m..

**Approval of Agenda**

Approved as written.

**Approval of Minutes**

Chairman Albrecht requested the following changes: under Public Comment add Peterson, Valley View Aviation after Lew. Add helicopters after R22. Add Graham after Director in second paragraph. In third paragraph, add Healthcare after Bassett and change “will definitely” to “plan to” in second sentence of third paragraph. Add to the beginning of the last sentence of the third paragraph, “While acknowledging their interest in the Airpark”. Change “Bid” in third paragraph to “Two quotes”. Change Heading to read “SRE Building, Security Substation”. In first paragraph capitalize “leed”. Under LPV Update change the word “release” to “draft” and add after LPV, “and other current projects and upgrades”. Under Sherry Thompson request, change “jets crossing roads to aircraft crossing public roads”. Correct Clerk/Treasurer Winn under financial report and change the word “requested” to “inquired on”. Remove the word “annual” from annual contribution. Under future FAA funding projects add an “s” to Commission. Under Snow Pusher, change Commissioners to Commissioner’s.

A **motion** was made by Commissioner Steneri to approve the **July 22, 2010**, meeting minutes as amended. The **motion** was seconded by Commissioner Rowlett and carried.

**Public Comment**

None

**Old Business**

**Security Substation**

Director Graham reported the Substation has gone out to bid. Commissioner Clauss asked which grant is covering the project. Director Graham stated it is the GA Security Grant, with a “0” match. Total amount of grant was \$499,000.00. \$70,000.00 has been spent for design, surveying, environmental assessments, and \$65,000.00 for water main. Director Graham stated Phase II fence money can also be allocated to this project. Director Graham stated \$26,000.00

was subsidized with T Hangar money to cover part of the water main. Director Graham stated the bids are due September 23, 2010. The bid covers the building, the extension of the electric, water (already installed), materials to complete the inside, with the Village supplying the man hours for the inside work. Clerk/Treasurer Winn asked Director Graham what happens if the bids come in over budget. Director Graham stated that is the BOT's decision to proceed or not. Commissioner Clauss asked Chairman Albrecht if the BOT understand how the money for this project is allocated. Commissioner Rowlett stated if the project is over budget, that the APC should get a chance to review bids because the APC has the expertise to prioritize the project. The APC is concerned that money allocated for the fencing may be used to subsidize the project. Clerk/Treasurer Winn stated the Airport Fund or Capital Fund has no money to contribute to this project.

### **SRE Building**

Director Graham stated the NYPA has shown some interest in subsidizing the LEED portion (materials, designs, applications, and inspections) of the project. This would cover approximately 5% of the total cost of the project.

### **Taxiway Project**

Director Graham reported MJ is moving forward with the design and whether a meeting should be scheduled so the APC can meet with Andy Britton from MJ regarding the interpretive display.

### **LPV Update**

Director Graham reported it is up and running. Commissioner Rowlett stated the Nav Data was available August 16, 2010, if you had the data card. Commissioner Rowlett flew it and stated it is unbelievable. Director Graham reported thanks need to go to Commissioner Rowlett for catching that 1-7 was not to be published until November. Renee Hart put us in the right direction and it is back on schedule for September 23, 2010. Deb Nelson from the FAA deserves a thank you for a great job.

### **Tie-Down Project**

Director Graham reported it has been surveyed, 10-12 tie downs, and paving on the east side of the 14 Bay T Hangar, will be completed with the left over money from the Taxiway.

### **New Business**

Chairman Albrecht is still reviewing possible candidates for the vacant seat on the Commission. The Mayor has suggested the candidate should have a marketing background. All Commissioners will receive an email from Chairman Albrecht with his selection.

### **Financial Report**

Clerk/Treasurer Winn distributed the financial statements for the Capital Fund as of 5/31/10. Her concern is with the fund balance. Spreadsheets showing non reimbursable items from 2007-2010 were distributed. The "burn rate" appears to be approximately \$20,000.00 per year. Clerk/Treasurer Winn stated the \$15,000.00 from Colgate and \$5,000.00 from the general fund can cover this. At the close of the year there was a negative balance in the Capital Fund of \$388,000.00. If the liability that was double booked of \$125,845, the land sale money of

\$49,000.00, the \$75,000.00 operating surplus, and a transfer from the Operating budget of \$125,000.00 are all made, this will leave a positive balance of \$1,471.00 to the Capital Account. The Airport Operating balance is \$104,000.00. Transfer out the \$49,000.00 land sale money, leaves a balance of \$54,000.00 added to the Equity Fund Balance of \$95,000.00, leaving a balance of 149,000.00. Transfer out the \$125,000.00 leaves a final balance in the Operating Fund of approx \$25,000.00. Clerk/Treasurer Winn suggests only things that are actual payments to contractor's and reimbursements go in the Capital Project Fund. Everything else would go in the Airport Operating Fund. The APC wants land sale money in its own account.

### **TSA Visit**

The annual "5010 Inspection" was conducted with outstanding results.

### **New Base Radio**

Director Graham reported the base radio will need to be replaced in the near future. The cost is approximately \$500.00 for a 45watt, 128 channel radio.

Director Graham reported the APC will need to review the Airport Layout Plan. He presented his ideas to the Commission. Director Graham would like the Commissioners' input so he and Chairman Albrecht can meet with MJ.

The Aviation Caucus was briefly discussed. The APC would like to invite Senator Valesky to a meeting.

Commissioner Rowlett reported on an incident he was involved in at the Airport. He was trying to land his aircraft when an ISA golf cart appeared on the runway. The Commission agreed that this was a serious offense and will be sending a letter to ISA.

Commissioner Rowlett reported a puddle, that is attracting many geese, forms at the south end between the Taxiway and the runway and requested it be repaired.

### **Next Meeting**

The next meeting of the APC will be Thursday, September 23, 2010, at 4:00pm, at the Hamilton Airport.

### **Adjournment**

There being no further business to come before the Commission, Commissioner Steneri made a **motion** to adjourn. The **motion** was seconded by Commissioner Rowlett and carried. The meeting was adjourned at 5:45pm.

Respectfully submitted,

Kim Taranto